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Business Works is a series of training and assessment resources developed for qualifications within the Business Services Training Package.





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| Student name: |  | |
| --- | --- | --- |
| Assessor: |  | |
| Date: |  | |
| Business that this assessment is based on: |  | |
| Area of sustainability: |  | |
| Description of policies and procedures: |  | |
| Policy and procedure 1 |  |
| Policy and procedure 2 |  |

**Project Portfolio – Part A**

Use Part A of your Project Portfolio with Assessment Task 2.

| A close up of a logo  Description automatically generated | **Section 1: Briefing report** |
| --- | --- |

| Introduction  *State the purpose of the report, including current organisational sustainability practices.*  *Attach copies of any relevant, current policies and procedures or company information to this section of your portfolio.* |  | |
| --- | --- | --- |
| Sustainability facts and figures  *Include information on sustainability facts and figures, as well as the benefits to businesses.*  *Attach links to relevant research, company information etc to this section of your portfolio.* |  | |
| Business planning, opportunities and sustainability  *Describe how sustainability can be built into business planning and can inform business opportunities to reflect the organisation’s commitment to sustainability.* |  | |
| Example sustainability policies and procedures  *Report on three sustainability policies and procedures that you have identified and reviewed. Summarise the areas that they address.*  *Include copies of the policies (or links) to this section of your portfolio.* | Policy 1 | |
| Policy 2 | |
| Policy 3 | |
| Life cycle mapping  *Explain life cycle mapping as it relates to one of your policy areas (using Sustainability Victoria resources from their website), including lifestyle stages, life cycle map, life cycle matrix and identifying and selecting the most effective strategies to reduce environmental impact.* |  |  |
| Legal requirements in relation to workplace sustainability  *List and explain two key legislation related to sustainability and how they are relevant to the business.* |  |  |
| Sustainability actions  *Include examples of sustainability actions to inform the sustainability action plan for the next 12 months. You should identify at least five ideas initially, including identifying priority actions and longer-term actions.* |  |  |
| Performance indicators  *Provide three recommendations on suitable performance indicators that can be used to measure environmental performance once the policies and procedures are implemented.* |  |  |
| Continuous improvement  *Discuss three possible strategies for ensuring that resource efficiency continues to occur.* |  |  |
| Policy options  *Provide two recommendations for policy options including discussion on likely effectiveness, timeframes and any costs.* |  |  |
| Proposed scope  *Provide a scoping of the Sustainability Policies and Procedures, including a list of headings to be included and a brief description of each heading.* | Policy 1 |  |
| Policy 2 |  |
| Attach:Paperclip | Current policies and procedures | ☐ |
| Links to research | ☐ |
| Links to review procedures | ☐ |

| A close up of a logo  Description automatically generated | **Section 2: Stakeholder meeting** |
| --- | --- |

| Summarise the stakeholder feedback.  Identity two ways in which you will implement the stakeholder feedback in your policies and procedures.  *Attach a recording of the meeting if your assessor did not observe or participate in the meeting.*  *Attach any notes from the meeting to this section of your Portfolio.* |  | |
| --- | --- | --- |
| Scope  *Use the feedback from the meeting to finalise the scope of your sustainability policies and procedures including:*   * *required outcomes* * *KPIs* * *methods of implementation.* | Policy 1 | |
| Policy 2 | |
| Recording of meeting (if relevant) | ☐ |
| Notes from meeting (if relevant) | ☐ |

| **Policy and Procedure 1** |  |
| --- | --- |

| A close up of a logo  Description automatically generated | **Section 3: Policies and procedures** |
| --- | --- |

| Purpose statement  *Explain the main reason for the policy and the issue it is designed to manage*. |  | |
| --- | --- | --- |
| Scope  *Outline overarching policy principles, for example, organisational commitment and compliance with legislation.* |  | |
| Procedures  *Procedures will contain enough detail to enable action, so the procedure is supported and applied. If there are consequences relating to not following a procedure, these must be stated clearly in this section.*  *Roles and responsibilities should be documented.*  *The following table should be used. Numbering should be used.* | **Procedure title** | **Responsibility** |
|  |  |
|  |  |
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|  |  |
|  |  |

| **Policy and Procedure 2** |  |
| --- | --- |

| A close up of a logo  Description automatically generated | **Section 3: Policies and procedures** |
| --- | --- |

| Purpose statement  *Explain the main reason for the policy and the issue it is designed to manage*. |  | |
| --- | --- | --- |
| Scope  *Outline overarching policy principles, for example, organisational commitment and compliance with legislation.* |  | |
| Procedures  *Procedures will contain enough detail to enable action, so the procedure is supported and applied. If there are consequences relating to not following a procedure, these must be stated clearly in this section.*  *Roles and responsibilities should be documented.*  *The following table should be used. Numbering should be used.* | **Procedure title** | **Responsibility** |
|  |  |
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| A close up of a logo  Description automatically generated | **Section 4: Action plan** |
| --- | --- |

**Sustainability Action Plan**

Current: *(insert month and year here)*

| **Issues** | **Comments** |
| --- | --- |
| 1 | *Insert into this section the current situation and issues which you would like to resolve.* |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

Future: *(insert month & year here)*

| **No.** | **Objectives** | **Measures of Performance** |
| --- | --- | --- |
| 1 | *Insert into this section the objectives which you would like to achieve based on the issues listed above.* | *Insert into this section the measurements which will be used to assess whether the objectives have been successfully achieved.* |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |

**Strategy for Achieving Objectives**

| **Strategies** | **Step by Step Plan** | **Due Date** | **Name** |
| --- | --- | --- | --- |
| *Insert into here each of the objectives which you listed above.* | 1. *Break down each objective into clear and ordered steps which need to be taken to achieve the objective that you have set.* | *Insert here the date by which each step should be completed.* | *Insert here the person(s) responsible for completing each step.* |
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**Resourcing plan**

| **Strategies** | **Resources required** | **Source** | **Name** |
| --- | --- | --- | --- |
| *Insert each strategy here.* | 1. *Describe resources required (human, financial, material).* | *Insert the source of the resources.* | *Insert the person responsible for sourcing.* |
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| Continuous improvement  *Explain your strategy for continuous improvement* |  |
| --- | --- |
| Tracking and monitoring success  *Outline your strategy for tracking and monitoring the success of the policy* |  |
| Supporting implementation  *What support will you provide to others during implementation? Provide two examples.* |  |
| Reviewing implementation  *Describe your strategy for reviewing implementation. How will outcomes be documented? How will feedback be provided? How will trends be identified and recorded?* |  |
| Feedback  *Describe the process that you used to seek feedback on your action plan.*  *Summarise the feedback that you received and describe how you incorporated it.*  *Attach a copy of the feedback that you received to this section of your portfolio.* |  |

**Project Portfolio – Part B (Option 1 – Grow Consultants)**

Use this section of the Project Portfolio if you are completing Option 1 with Assessment Task 3 (that is, if you are working with the case study business).

Note: If you are completing Option 2 for Assessment Task 3, you should not complete this template. A separate template has been provided for you later in this document.

| A close up of a logo  Description automatically generated | **Section 5: RTO Inspection (Grow Consultants)** |
| --- | --- |

| Areas of RTO and practices reviewed |  |
| --- | --- |
| Use of consumables/ materials/technology/ equipment.   * Identify equipment that use energy and determine which equipment uses the most/least energy? * Are switches left on overnight/weekend? * Do staff use the sleep mode/screen saver? * What practices are currently in place to help minimise energy wastage? |  |
| Energy usage e.g. water, electricity gas.   * How is energy used on a daily basis? * What things/tasks use up the most energy? * Are switches left on overnight/weekend? * Are staff using energy sensibly? * What practices are in place to support effective energy use? |  |
| Waste.   * Describe workplace waste. * How is it disposed of? * Are staff conscious of waste management practices e.g. recycling, reuse, disposal? |  |
| Date of inspection/review: |  |
| Completed by: |  |

| A close up of a logo  Description automatically generated | **Section 6: Best practice memo** |
| --- | --- |

| **Memorandum** | |
| --- | --- |
| To |  |
| From |  |
|  | |

| A close up of a logo  Description automatically generated | **Section 7: Sustainability register** |
| --- | --- |

Develop a sustainability register here. Remember that your sustainability register will be used for recording and tracking all continuous improvements in resource efficiency. Your register should be able to include, as a minimum:

* the ability to record the reported opportunity
* the action to be taken
* the person with responsibility for the action
* timelines
* outcomes.

| A close up of a logo  Description automatically generated | **Section 8: Sustainability Implementation Report** |
| --- | --- |

| Analysis of staff survey results and achievements against targets |  | | | |
| --- | --- | --- | --- | --- |
| Analysis of energy audit data and achievements against targets. |  | | | |
| Recommendations for additional actions that need to be taken based on a review of the data. |  | | | |
| Analysis of estimated energy usage and costs over the next three months (remember, the figures provided were for **daily usage**). |  | Total estimated energy usage | Total estimated energy costs | |
| Month 1: |  |  | |
| Month 2: |  |  | |
| Month 3: |  |  | |
| Total 3 months: |  |  | |
| Recommendations for additional actions that need to be taken based on a review of the data. This must include identification of a more cost-effective energy provider (provide a screenshot of the your research in this regard). |  | | | |
| Summary of success of sustainability policy and procedure based on analysis. |  | | | |
| Updates to sustainability policy and procedure to account for recommended improvements |  | | | |
| Attach:Paperclip | Screenshot of energy provider research | | | ☐ |

**Project Portfolio – Part B (Option 2 – Own Business)**

Use this section of the Project Portfolio if you are completing Option 2 with Assessment Task 3 (that is, if you are working with your own business).

Note: If you are completing Option 1 for Assessment Task 3, you should not complete this template. A separate template has been provided for you earlier in this document.

| A close up of a logo  Description automatically generated | **Section 5: Action Plan Implementation Report** |
| --- | --- |

| Resources  Were the resources that you identified and sourced in your action plan adequate to implement the sustainability policy?   * How did you measure/ monitor resources? Provide two examples. * Describe any gaps/ shortfalls. Provide two examples. * Describe any oversupplies. Provide two examples. * How might you resource your next implementation differently to improve sustainability? Provide two examples. | |  | | | |
| --- | --- | --- | --- | --- | --- |
| Providing support.  Provide two examples of support that you provided to others to implement the policy.  *Attach notes, correspondence and other evidence of support that you provided to this section of your portfolio.* | |  | | | |
| Tracking and recording sustainability improvements.  Describe two strategies that you used to track and record sustainability improvements.   * How did these comply with organisational policies and procedures? * How did you document outcomes? * What trends did you identify?   *Attach copies (or screen shots) of your tracking, recording and documentation to this section of your portfolio.*  *You should also attach or link to relevant policies and procedures.* | |  | | | |
| Gather data that identifies energy usage over the past three months (you may need to ask for help to source bills).  Calculate how much energy the organisation and how much it costs.  (If you cannot get this information, talk to your assessor immediately and they will give you some figures.) | |  | Total estimated energy usage | Total estimated energy costs | |
| Month 1: |  |  | |
| Month 2: |  |  | |
| Month 3: |  |  | |
| Total 3 months: |  |  | |
| Do some research and identify whether there is a more cost-effective energy provider for your state or territory. Provide a screenshot of the your research in this regard. | |  | | | |
| Stakeholder feedback/ consultation.  Provide two examples of how you provided feedback to relevant stakeholders about the implementation and results of the policy and procedure.  Provide two examples of others ways in which you engaged with stakeholders during implementation.  *Attach copies of feedback correspondence and/or results to this section of your portfolio.* | |  | | | |
| Sustainability results.  Summarise the sustainability gains that were made as a result of implementation.   * Identify two things you could have done differently to improve the sustainability gains. * Identify two changes you made to the policy as a result of the implementation.   *Attach a final copy of the policy with changes highlighted to this section of your portfolio.* | |  | | | |
| Attach:Paperclip | Evidence of support provided | | | | ☐ |
| Copies (or screen shots) of tracking, recording and documentation | | | | ☐ |
| Copies of energy data calculated (you should remove any identifying or sensitive information) | | | | ☐ |
| Screenshot of research on energy providers | | | | ☐ |
| Copies (or links) of relevant policies and procedures | | | | ☐ |
| Feedback correspondence/results | | | | ☐ |
| Final policy | | | | ☐ |